



## **Letters of Support / Grant Research Information Form**

U.S. Senator Pat Toomey

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### **Letter of Support**

The following information is required:

- 1) Catalogue of Federal Domestic Assistance (CFDA) Number
- 2) Funding Opportunity Number (FON)
- 3) Federal Agency
- 4) Title of the Grant
- 5) Project Narrative
- 6) Working Budget

*Timeframe:* A week is required to process the request.

**And / Or**

### **Grant Research**

Begin with [http://www.toomey.senate.gov/?p=fed\\_grant\\_info](http://www.toomey.senate.gov/?p=fed_grant_info). The Federal Government provides grant funding opportunities through numerous federal agencies, and it is important to review these steps in your search.

If you are interested in Grant Research, please provide the following information:

- 1) Privacy Release Form, serves as contact reference <http://www.toomey.senate.gov/pdf/privacyrelease.pdf>
- 2) Project Narrative (see below *example*)
- 3) Working Budget (see below *example*)

*Timeframe:* upon receipt of documents 3-4 weeks research turnaround time

#### **Project Narrative Example**

(a) Located in downtown Summersville County, Clare's Hometown Bakery's (CHB) cookies will draw you in with their kitchen smells that offer sweet memories of your childhood with every bite. (b) Since operations began in June 2008, CHB has added four full time employees, and plans to add two more with their expansion project. (c) CHB is looking to renovate their Kitchen to make way for future bakery expansions. (d) CHB also intends to reach out to local non-profit after school programs to help provide future generations with hands on baking activities to promote the baking profession!

#### **Working Budget Example**

- \$3,000 – 30" Freestanding Stove (used as a third operational stove, energy efficient)
  - \$800 – Kitchen Counter Table (doubles as to go prepping table and current baking prep)
  - \$400 – Small Counter Top (dual purpose for storage and future mentorship baking table)
  - \$5,574 – Build Out (see construction proposal breakout), etc.
- \$9,774 TOTAL**